

## AGENDA

### COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

August 18, 2009

Aldermen O'Neil, Garrity, Lopez,  
Pinard, Osborne

4:15 PM

Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Mindy Salomone-Abood, Public Works Purchasing Agent, requesting the Purchasing Division act as an agent on behalf of Southern New Hampshire Purchasing Cooperative.  
**Gentlemen, what is your pleasure?**
4. Communication from Frank C. Comerford, St. George Greek Orthodox Cathedral Board of Directors, requesting permission to hang a banner across Hanover Street from September 18, 2009 until September 20, 2009 for Glendi.  
**Gentlemen, what is your pleasure?**
5. A request to discuss the revocation of a Taxicab Driver's License.  
*A motion would be in order to enter non-public session under the provisions of RSA 91-A:3(II)(c).*  
  
*A roll call vote is required on the motion.*
6. A report of the Committee on Administration /Information Systems recommending that the municipal taxicab rates be raised to \$.40 per one-sixth of a mile.  
*(Note: This report was referred back to the Committee by the Board of Mayor and Aldermen on July 7, 2009 at the recommendation of Chairman O'Neil for further discussion with the taxicab owners.)*  
**Gentlemen, what is your pleasure?**

## **TABLED ITEMS**

*A motion is in order to remove any item from the table.*

7. Recommendation from Matthew Normand, Acting City Clerk, regarding a policy for street closures and license events.  
*(Tabled 03/16/09)*
8. Communication from Thomas Clark, City Solicitor regarding a Naming Rights Policy.  
*(Note: Referred by the Board of Mayor and Aldermen on 2/3/09. Tabled 03/16/09)*
9. Communication from Barbara Potvin, New England Sampler, requesting the City hold a public forum to discuss the process of closing off city streets and the impact that these closings have on local small businesses as well as the benefits drawn by the City of Manchester and its local citizens.  
*(Note: Referred by the Board of Mayor and Aldermen on 10/21/08. Tabled 11/24/08 recommendation to be submitted by staff)*
10. There being no further business, a motion is in order to adjourn.

*Kevin A. Sheppard, P.E.*  
*Public Works Director*

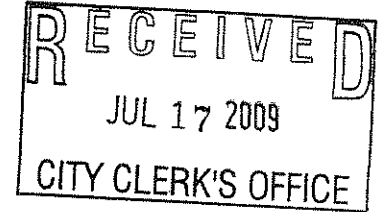
*Timothy J. Clougherty*  
*Deputy Public Works Director*



*Commission*  
*William A. Varkas*  
*Henry R. Bourgeois*  
*Joan Flurey*  
*William F. Houghton Jr.*  
*Robert R. Rivard*

**CITY OF MANCHESTER**  
*Highway Department*

July 17, 2009



Honorable Administration Committee Members  
C/O Alderman Dan O'Neil, Chairman  
One City Hall Plaza  
Manchester, NH 03101

**RE: Southern New Hampshire Purchasing Cooperative**

Dear Committee Members:

Over the past few months, the Southern New Hampshire Planning Commission (SNHPC) has worked with officials from the region's thirteen municipalities to develop strategies for a region-wide purchasing cooperative. The purchasing cooperative would give municipalities the opportunity to buy material supplies in bulk with other municipalities in the region with the goal of saving money.

Being the largest City involved in the cooperative and the expertise that already exist within the City, the cooperative is looking for the Purchasing Division of the City of Manchester to act as agent on behalf of the cooperative.

We feel that this could be a benefit to the City as well as our neighboring communities and would like the concurrence of the committee in order to move forward.

Respectfully Submitted,

*Mindy Salomone-Abood*

Mindy Salomone-Abood  
Public Works Purchasing Agent.

3-1



Fr. Andrew H. Mahalares  
DEAN

CATHEDRAL DIRECTORS

Frank C. Comerford  
PRESIDENT

Dick Anagnost  
1<sup>st</sup> VICE PRESIDENT

John G. Mokas  
2<sup>nd</sup> VICE PRESIDENT

Christos F. Chrisafides  
SECRETARY

Theodoros Setas  
TREASURER

Richard T. Boisvert  
Steve Chakas  
George N. Copadis  
Maria A. Dongas  
Timothy Giotas  
Electra S. Joaquin  
Katherine Labanaris  
Charles Smith, Jr.  
Sergios K. Spanos  
Mary A. Sysyn

ANAGENNESIS  
LADIES SOCIETY

Diane Bobotas  
PRESIDENT

Nancy Daskal  
VICE PRESIDENT

Stephanie Orr  
TREASURER

Jenny Dakos  
SECRETARY

Dorothy Chakas  
MEMBERSHIP

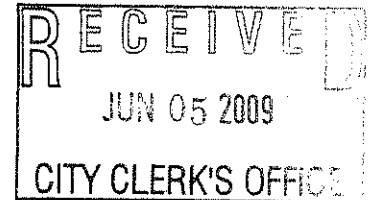
Georgia Zissi  
SUNSHINE

Elli Demetriou  
Enid Lawrence  
Kelly O'Brien-Hebert  
Diane Orr  
Tracy Vasili-Terrio  
Kelly Urban

# ST. GEORGE GREEK ORTHODOX CATHEDRAL GLENDI 2009

A Celebration of Greek Culture September 18, 19, 20, 2009

June 4, 2009



James Hoben, Director  
Manchester Traffic Dept.  
480 Hayward Street  
Manchester, NH 03103

Dear Mr. Hoben:

This year the Glendi is scheduled for Friday, September 18, Saturday, September 19, and Sunday, September 20<sup>th</sup>.

We would deeply appreciate your assistance once again with the "No Parking" signs being placed as follows:

1. On the east side of Kenney Street at the intersection of Hanover Street and proceeding south to Central Street.
2. On the north side of Merrimack Street at the intersection of Hanover Street and proceeding west to Cass Street.

This arrangement has significantly assisted us with the traffic issue during the past Glendi festival weekends.

In addition, we would be very grateful for your assistance in hanging the banner across Hanover Street near the Palace Theatre.

If you have any questions, please the church office at 622-9113.

Thank you for your continuing support.

Sincerely,

Frank C. Comerford, Chair  
Diane Bobotas, Co-Chair  
Dick Anagnost, Co-Chair

4-1



**OFFICE OF THE CITY CLERK**  
**Business Licensing & Enforcement Div.**  
**One City Hall Plaza**  
**Manchester, NH 03101**  
Tel: (603) 624-6348 Fax: (603) 624-6481

Committee on Administration  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03103

**HEARING REQUEST FORM**

Date: 7-17-09

To Whom It May Concern:

I would like to request a hearing before the Committee on Administration to discuss the decision to deny/revoke my application for a license to drive a taxicab in the city of Manchester. I am seeking re-instatement of my taxi driver's license.

Sincerely,

Allen Conway  
286 Harvard St  
MAN NH 03103  
315-3457

## Memorandum

To: Matt Normand  
City Clerk

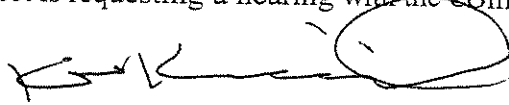
From: Kevin M. Kincaid  
Business Licensing & Compliance

Date: July 17, 2009

Re: Hearing Request for Allen Conway

Please be advised that the enclosed is a letter received by the Office of the City Clerk on this date in reference to a revocation of a taxi license. Allen Conway is seeking reinstatement of his taxi driver's license.

The subject is requesting a hearing with the Committee on Administration.

A handwritten signature in black ink, appearing to read 'K. Kincaid', with a large circular flourish at the end.

Enclosure

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the taxi rates be raised to \$.40 per one-sixth of a mile, as proposed by Kevin Kincaid, Business Licensing & Compliance.


The Committee further recommends that the taxi rates be reviewed every six months.  
*(Unanimous vote with the exception of Alderman Murphy and Alderman Pinard who were absent)*

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held July 7, 2009 on a motion of Alderman O'Neil, duly seconded by Alderman Osborne, the report of the Committee was referred to the Committee on Administration/Information Systems.

  
City Clerk

# City of Manchester New Hampshire

*In the year Two Thousand and Nine*

## AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by amending §118.33 (A) Rates For Fares Established, by increasing the current taxi rates from \$.25 per one-sixth of a mile to \$.40 per one-sixth of a mile."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by inserting new language as bolded (**bold**), and deleting existing language as ~~struck through~~. Portions of the following sections that remain unchanged appear in regular type.

### § 118.33 RATES FOR FARES ESTABLISHED.

No owner or driver of a taxicab shall charge any passenger or passengers any rate for service within the limits of the city other than is provided for in this section or as allowed by § 118.34 of this subchapter.

(A) Metered fares. For the first one-sixth mile or fraction thereof for one passenger, \$3; and for each one-sixth mile or fraction thereof thereafter, ~~\$.25~~ **\$.40** and for each additional passenger, \$.25.

- II. This ordinance shall take effect upon passage.

## Memorandum

To: Committee on Administration/Information Systems

From: Kevin M. Kincaid  
Business Licensing & Compliance

Date: May 21, 2009

Re: Manchester Taxi Rates

I have attached a chart with a comparison of taxi rates in several New Hampshire communities. Based on comparisons of these rates I would recommend to the board they raise the taxi rates to the amount of \$.40 per one-sixth of a mile. I believe this rate would keep the Manchester taxi rates competitive with other cities in the state.

I would further recommend this committee require yearly updates regarding the status of taxi rates in comparison with other communities and fuel charges.

Respectfully

Kevin M. Kincaid

# New Hampshire Taxi Rates Comparison Chart

## 1-Mile comparison of rates

April 2009

	Manchester	Concord	Portsmouth	Salem	Nashua	Portland, Me
<u>Pickup-1/6 mile</u>	Current/Proposed \$3.00/\$3.00	\$3.50	\$3.50	\$3.00	\$5.50	\$1.90
<u>1 mile</u>	\$4.25/\$5.00	\$6.00	\$6.65	\$5.80	\$7.25	\$4.50
<u>2 mile Trip</u>	\$5.75/\$7.40	\$11.00	\$10.25	\$9.00	\$9.25	\$7.00

\*\*Two cities do not use meters but the city is laid out in grids. (Concord & Nashua)  
The average wait time was .45 cents a minute. Only one city discounted Senior Citizens (20%) Nashua first 5 min free

Concord- . \$.50 cents per 1/8 mi  
Portsmouth- \$.45 cents per 1/8 mi.  
Salem- \$.3.20 per mi.  
Nashua \$.2.00 per mi.  
Portland Me, \$.30 cents per 1/10 mile

# TAXI RATES - MANCHESTER, NH

0	-	1/6	mile.....	3.00	1	-	1 1/6	mile.....	4.50
1/6	-	1/3	.....	3.25	1 1/6	-	1 1/3	.....	4.75
1/3	-	1/2	.....	3.50	1 1/3	-	1 1/2	.....	5.00
1/2	-	2/3	.....	3.75	1 1/2	-	1 2/3	.....	5.25
2/3	-	5/6	.....	4.00	1 2/3	-	1 5/6	.....	5.50
5/6	-	1	.....	4.25	1 5/6	-	2	.....	5.75

- "WITHIN CITY LIMITS" -

ADDITIONAL PASSENGER: 25¢ EACH

WAITING TIME: 25¢ A MINUTE

MANCHESTER AIRPORT TAXI FLAT RATE FARE SCHEDULE  
IN EFFECT FOR TRIPS TO AND FROM THE AIRPORT

THE NH INDOOR SMOKING ACT PROHIBITS

Old Rates Hold

Matthew Normand  
Licensing & Enforcement  
624-6348

Manchester Police Dept.  
668-8711

# TAXI RATES - MANCHESTER, NH

0	-	1/6	mile.....	3.00	1	-	1 1/6	mile.....	5.40
1/6	-	1/3	.....	3.40	1 1/6	-	1 1/3	.....	5.80
1/3	-	1/2	.....	3.80	1 1/3	-	1 1/2	.....	6.20
1/2	-	2/3	.....	4.20	1 1/2	-	1 2/3	.....	6.60
2/3	-	5/6	.....	4.60	1 2/3	-	1 5/6	.....	7.00
5/6	-	1	.....	5.00	1 5/6	-	2	.....	7.40

- "WITHIN CITY LIMITS" -

ADDITIONAL PASSENGER: 25¢ EACH

WAITING TIME: 25¢ A MINUTE

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New Rates

Matthew Normand  
Licensing & Enforcement  
624-6348

Manchester Police Dept.  
668-8711

**Town & Country Taxi**  
151 Elm Street  
Manchester, NH 03101  
(603) 668-3434

June 26, 2009

Kevin Kincaid, Licensing & Compliance Coordinator  
Office of the City Clerk, Business Licensing Division  
One City Hall Plaza  
Manchester, NH 03101

Re: Taxi Rates

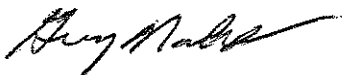
Dear Kevin,

After a lengthy conversation with Mr. Musat we have come to the determination that the rates should go back to the pre June 2009 rate schedule. We feel this action is necessitated especially due to the fact that there is somewhat of an unprecedented situation where there are three cab companies operating in an efficient manor providing excellent transportation service and therefore creating great competition and exceptional service to the riding public.

My suggestion would be to change the rates immediately but revisit the rate situation no sooner than 24 months from the date of the change.

Thank you for your cooperation.

Sincerely,



Gerry Mandelbaum, Owner

cc: Matthew Normand, City Clerk  
cc: Daniel O'Neil, Alderman

Town & Country Taxi  
151 Elm Street  
Manchester, NH 03101  
(603) 668-3434

July 2, 2009

Kevin Kincaid, Licensing & Compliance Coordinator  
Office of the City Clerk, Business Licensing Division  
One City Hall Plaza  
Manchester, NH 03101

Re: Taxi Rates

Dear Kevin,

Please accept my apologies for any misunderstanding with regards to the rate increase I requested. What I would like to see is the rates put back to the \$3 drop, \$2 for the first mile and \$2.40 for each subsequent mile. The reasons for this are stated in my previous letter to you.

With regards to insurance, I would request that the city petition the Legislator, the State Senate or the Insurance Commissioner to request at least five insurance companies that are doing business in the State of New Hampshire be required to offer taxi insurance. The reasons are that there are currently only one or two companies that offer taxi insurance in New Hampshire which is putting us in a disadvantageous situation and also promulgates no competitive pricing. This situation needs to be corrected so that I, or any other taxi owner in the state should be able to service their customers in an excellent fashion. The problem that does exist in this state is that the taxi insurance market is so small that there is no profitability for the insurance companies. Therefore intervention at the state level is a necessity for the taxi industry.

Thank you for your help with this matter.

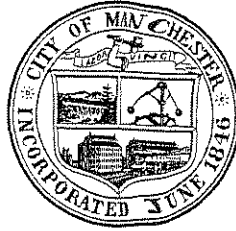
Sincerely,

Gerry Mandelbaum, Owner

cc: Matthew Normand, City Clerk  
cc: Daniel O'Neil, Alderman

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Tabled 3/16/09



Matthew Normand  
Acting City Clerk

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

TO: Committee on Administration/Information Systems  
Aldermen O'Neil, Garrity, Osborne, Pinard, Murphy

FROM: Matthew Normand  
Acting City Clerk

DATE: February 6, 2009

RE: Proposed Policy on Street Closures

On November 24, 2008, the Committee requested that the City Clerk's Office review the current procedures for street closure for special entertainment events and propose some suggestions to improve the process. After some prior discussions with the Parking Division, Police, and Mayor's Office as well as members of the Committee, we have attached some recommendations for the Committee's consideration.

Our intent is to continue permitting street closures for entertainment related events under current procedures and ordinances but to add some additional oversight by including the Parking Division approval, notification to abutting businesses, and Committee on Administration involvement under certain conditions.

Please call me should you have any questions or concerns. Thank you.

pc: Sgt. J. Flanagan, Police Department  
T. Clark, Solicitor's Office  
B. Stanley, Parking Division  
S. Thomas, Mayor's Office

**7-1**

## Proposed procedures for street closures for entertainment purposes

### **Policy**

Temporary street closures for Entertainment Place of Assembly Permits may be granted by the City of Manchester based on the following standards:

1. Application for street closure must be submitted at least 30 days prior to event.
2. Any application received after deadline shall be denied by the Office of the City Clerk and submitted to Committee on Administration/Information Systems for approval.
3. The activity may not impair normal Fire and Police operations.
4. The City shall not incur additional costs related to street closure.
5. Businesses directly abutting the proposed street closure will be notified by Office of the City Clerk.
6. Multiple requests for street closures on same block in a close proximity of time may be referred to the Administration/Information Systems for consideration.

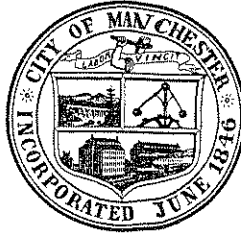
### **Procedure**

1. Application must be filed with the Office of the City Clerk with appropriate approvals from Police, Fire, Highway and the Parking Division.
2. Applicant must provide detailed plans for street closure with application. Details shall include times and date of closure, description of event and purpose for request.
3. Office of City Clerk will notify in writing all abutters affected by closure.
4. All clean-up is responsibility of applicant.
5. Any additional costs for City services shall remain the responsibility of applicant.
6. All decisions of the Committee on Administration/Information Systems are final.

Tabled 3/16/09

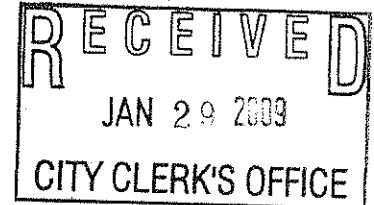
Thomas R. Clark  
City Solicitor

Thomas I. Arnold, III  
Deputy City Solicitor



Peter R. Chiesa  
Gregory T. Muller  
John G. Blanchard  
Jeremy A. Harmon

**CITY OF MANCHESTER**  
*Office of the City Solicitor*



January 29, 2009

Matthew Normand, Acting City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RE: **Naming Rights Policy**

Dear Matt:

Enclosed is the draft naming rights policy requested by the Board at its meeting on December 16, 2008.

Very truly yours,

Thomas R. Clark  
City Solicitor

TRC/hr  
Enclosure

In board of Mayor and Aldermen

Date: 2/3/09 On Motion of Ald. Lopez

Second by Ald. Sullivan

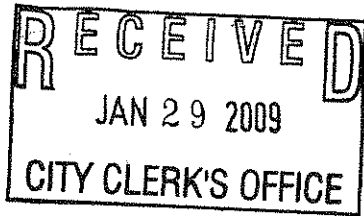
Voted to refer to Committee on Administration

City Clerk

8-1

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6523 • FAX: (603) 624-6528  
TTY: 1-800-735-2964

E-Mail: [solicitor@manchesternh.gov](mailto:solicitor@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)



DRAFT

POLICY ON NAMING  
CITY PROPERTY

All requests to name city owned or controlled real property, buildings or structures shall be submitted, in writing, to the Board of Mayor and Aldermen for referral to the department or entity having jurisdiction over the real property, building or structure. The written request shall contain the following information:

- Background information detailing the appropriateness of the intended name.
- Background information on the real property, building or structure in question.
- How any costs associated with the naming shall be funded.

The department or other entity shall review the written request and forward a recommendation to the Board of Mayor and Aldermen for referral to the Committee on Lands and Buildings.

The Committee on Land and Buildings shall take such action as it deems appropriate and report its recommendation to the Board of Mayor and Aldermen.

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Barbara Potvin, New England Sampler, for the City to hold a public forum to discuss the closing off of city streets be referred to the Committee on Administration/Information Systems.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held October 21, 2008, on a motion of Alderman Sullivan duly seconded by Alderman O'Neil the report of the Committee was accepted and the recommendations adopted.



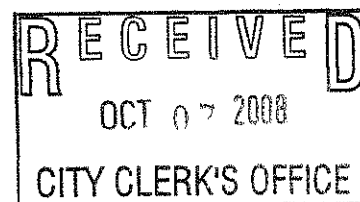
Deputy City Clerk



The  
New England  
Sampler

*Specializing in  
New England Products  
&  
Specialty Foods*

42 Hanover St.  
Manchester, NH 03101  
603.626.4477



September 26, 2008

Dear Mayor Guinta, Aldermen Mark Roy, Mike Lopez, Dan O'Neil, Peter Sullivan & Brandy Stanley,

As you may already know, the Palace Theatre held a fundraising event last Thursday, September 18<sup>th</sup>. Attached is a petition signed by a number of business owners and managers located on the one-way section of Hanover St., between Chestnut and Elm Street. Peter Ramsey, the Executive Director of the Palace Theatre has been provided a copy of this petition and discussions have been held with Peter. Stephanie Lewry, from Intown was present at a discussion between Peter Ramsey, and myself, Barbara Potvin regarding this petition, the blocking off of the street and the implications of blocking the streets off for any such event.

During this discussion, Peter Ramsey had suggested that the City of Manchester might consider holding a Public Forum to discuss the process of closing off city streets and the impact that these closings have on local small businesses as well as the benefits drawn by the City of Manchester and its local citizens. After great consideration and input from other businesses on Elm St., that have faced this situation and dilemma, I agree with Peter that a public discussion would be helpful and could provide us all, including the City Hall with a policy that addresses and considers the welfare of all business owners/managers, local community members as well as Manchester City Hall.

Feel free to contact me at 603-626-4477 with any questions you might have regarding this request and this petition.

Sincerely,

Barbara J. Potvin

Owner

The New England Sampler

cc: Peter Ramsey, Stephanie Lewry

September 19, 2008

We the signed business managers and owners would like the City of Manchester to know of our discontent and concern regarding the blocking off of Hanover St., between Chestnut and Elm on Thursday, September 18, 2008 for the Palace Theatre's Wine Tasting and Fundraising event. It is our understanding that they did not have permission to block off the parking spaces, but did have permission to block the street after 2PM. However, it should be noted, that most business owners and managers were not included in this decision nor were the majority notified that this would occur prior to this week. Many were never informed and only realized on Thursday when they saw the cones along the parking space.

Further, our concerns include:

- Most businesses were not informed that the streets and parking spaces along this stretch of Hanover St. would be inaccessible throughout most of the day.
- As business owners and managers we are concerned with the significant loss of revenue for each business located on this section of Hanover St. Many businesses had to either reschedule or cancel appointments. Others noted a drop in their sales because of the inaccessibility of the street and on-street parking. Some even ended up closing early due to the loss of revenue and lack of access for customers.
- Our concerns also include loss of revenue for the City of Manchester. Many parking spaces on both sides of the road were blocked off as early as 8AM.
- Finally, there is a concern for public safety and property, whenever such events occur, since ambulances and fire trucks can not safely access Hanover St. between Chestnut and Elm during the aforementioned events.

The following business owners/managers would like register their concerns regarding the lack of opportunity to give input and recommendations, as well as the lack of appropriate notification as to when these types of events will be occurring.

Name:	Business Name:	Address:
Scott Sewale	Suddenly Susan's Gourmet Del.	87 Hanover St
Emma J. DelValle	Al Bazar - Import	81 Hanover St
Bill T. Miller	OK FORTKERS	89 Hanover St
Jim DeGroot	RIKANT PHOTOGRAPHERS	72 HANOVER ST
Chris A. For	EMBACI	54 Hanover St
Andrea Lessard	Shop Estella	52 Hanover St
Jeanine Sylvester	Runners Way	36 Hanover St
Susan Manta	STONE BEAUCREUSE	32 HANOVER ST
Sing Chung	Korean Place Restaurant	110 Hanover St
Zoe Havel	Cottages Design Furniture	73 Hanover St
Barbara Matur	The New England Sampler	42 Hanover St
Joan R. E.	Jermon Hanover	26 Hanover St
Lisa Butler	Sally Luna Jewelry	83 Hanover St